



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 · FAX (213) 975-1273

www.publichealth.lacounty.gov



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April 01, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 April 1, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**AUTHORIZATION TO EXECUTE A MASTER AGREEMENT WORK ORDER FOR THE
PROVISION OF TEMPORARY PERSONNEL SERVICES FOR EMERGENCY
PREPAREDNESS AND RESPONSE
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Provide authorization to execute a Master Agreement Work Order for the provision of temporary personnel services to support emergency preparedness and response activities.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Director of the Department of Public Health (DPH), or his designee, to execute a Master Agreement Work Order (MAWO) for the provision of temporary personnel services for DPH's Emergency Preparedness and Response Program (EPRP) effective June 16, 2014 through June 30, 2015 at a total maximum obligation estimated not to exceed \$1,105,000, contingent upon the availability of funds from the Centers for Disease Control and Prevention (CDC), and subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendation will permit DPH to execute a MAWO for emergency preparedness and response activities to support 10 contract personnel who will contribute to DPH efforts to prevent, respond to, and rapidly recover from public health threats such as, but not limited to: recent outbreaks of hepatitis A associated with contaminated berries and meningitis, the H7N9 influenza, and the Middle East Respiratory Syndrome Coronavirus.

The 10 positions are needed to ensure that DPH is able to meet all CDC grant timelines and deliverables so that future grant funds are not jeopardized. The positions will be responsible for: 1) upgrading, integrating, and evaluating public health emergency preparedness and response capabilities such as community preparedness and recovery, surveillance and epidemiological investigation, laboratory testing, and information sharing; and 2) supporting volunteer management related to all-hazards events.

The positions provided under the MAWO include: one Emergency Information Systems Analyst, one Public Health Microbiologist II, three Public Health Scientist III, one Whole Community Planning Coordinator, one Emergency Volunteer Staffing Analyst, one Health Emergency Response Planner, one Public Health Emergency Volunteer Network Coordinator, and one part-time Epidemiology Intel Analyst.

These temporary positions are sought to provide DPH additional time to request and fill County positions in excess of that which is provided for in the DPH staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the CEO. Two of the positions have been allocated and eight are pending DPH Human Resources review, approval, and submission to the CEO. These positions are 100 percent offset by funds from the CDC to support emergency preparedness and response activities. Once County items have been allocated and filled, the corresponding temporary personnel positions will be de-funded.

Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The estimated total maximum obligation for this MAWO is \$1,105,000, 100 percent offset by the CDC's Public Health Emergency Preparedness Cooperative Agreement.

There is no net County cost associated with this action. Funding is included in DPH's fiscal year (FY) 2014-15 Recommended Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 19, 2010, your Board approved execution of Master Agreements with seven agencies for the provision of temporary personnel services and delegated authority to the Director of DPH, or his designee, to execute work orders under the Master Agreements with the following criteria for each work order: a) \$399,999 or less annually, DPH will notify your Board of the work order once approved by County Counsel; b) \$400,000 to \$699,999 annually, upon approval from County Counsel, DPH will provide two weeks advance written notice to your Board and, unless otherwise instructed, will execute the work order; and c) \$700,000 or more annually, DPH will return to your Board for approval.

On February 21, 2012, your Board approved the execution of a MAWO for the provision of temporary personnel services for DPH's EPRP effective upon date of execution and pursuant to your Board's approval through June 30, 2014 at a total maximum obligation not to exceed \$3,500,000.

On March 15, 2012, your Board was notified of the execution of MAWO Number PH-001416-W4 with

Public Health Foundation Enterprises, Inc. (PHFE) to support 14 contract personnel for the period of March 16, 2012 through June 30, 2014, 100 percent funded by the CDC. By June 30, 2014, two of the positions will complete all assigned responsibilities and two positions will be replaced by County positions allocated by the CEO.

CONTRACTING PROCESS

On April 2, 2014, DPH will issue a work order solicitation to the seven Master Agreement contractors for temporary personnel services (10 positions) to contribute to DPH's emergency preparedness and response efforts. Work order bids are due April 30, 2014.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will provide for the effective and timely implementation of activities critical to the health and safety of Los Angeles County residents.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jonathan E. Fielding". The signature is written in a cursive, flowing style.

JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:fs
#02835

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors